

Field Trip Timeline

Trip Date: _____

Est. Date: _____

Due Date: _____

Due Date: _____

RESERVE A DATE & RECEIVE A CONFIRMATION EMAIL

Sign and return the Teacher Agreement ASAP! This is attached to your confirmation email.



2 MONTHS PRIOR TO YOUR VISIT

Be on the lookout for your curriculum box which contains Required Documents



2 WEEKS PRIOR TO YOUR VISIT

Required Documents due:
Role Assignments,
Chaperone Policy,
and Student Completion Contract



1 WEEK PRIOR TO YOUR VISIT

Optional Documents due:
Catered Lunch Form, Gift Shop Order Form



DAY OF VISIT

Bring bus sign and arrange students by group on bus

